


Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Virginia Department of Agriculture and Consumer Services, Division of Consumer Protection, Office of Consumer Affairs 2. Database Title: Monthly Statistics for Counseling, Intake & Referral Unit Database Acronym: None	4. Point of Contact: A. Alvarez 5. Phone Number: (804) 786-1308 6. Signature & Date:  6/11/99
--	--

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

Monthly Statistics for Counseling, Intake & Referral Unit is the database maintained to display the monthly workload for the for Counseling, Intake & Referral Unit of the Office of Consumer Affairs. Categories include: call analysis, complaint analysis, complaint assignment, compliant closures, end of month carry over, and value of recoveries.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 6/7/99 9. **Frequency of Update:** ___ Daily, ___ Weekly, x Monthly, Other:

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format Excel Spreadsheet	b. Cost N/A
---	---------------------------

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark). 5/30/97